



# SUDBURY METHODIST CHURCH



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Charity No. 1165218

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**Minister: Rev. Nigel Wright**

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## JOB DESCRIPTION

<b>Job Title</b>	<b>Church Administrator – P/T (20 hours per week). This job may be able to be combined with the job of Church Administrator at Ealing Road Methodist Church (15 hours per week)</b>		
<b>Reports to</b>	Minister of Sudbury Methodist Church	<b>Location</b>	Sudbury Methodist Church
<b>Church</b>	Sudbury Methodist Church	<b>Salary</b>	£17,680 (fte for 37.5 hour week = £33,150)

<b>Job Purpose and Objectives</b>
To support Sudbury Methodist Church’s vision and mission by providing good administrative and communications support services to the Minister and church. To supervise the ancillary staff at the church.

<b>Responsible to:</b>	The Lay Employee will be employed by the Managing Trustees of Sudbury Church Council and will be line managed by the Minister in pastoral charge of Sudbury Methodist Church.
<b>Responsible for:</b>	Caretaker and two cleaners

<b>Main Responsibilities</b>
<p><b>1. Office Management and General Administrative Services</b></p> <ul style="list-style-type: none"> <li>a. Provide general administrative support to the minister, the staff/stewards team, property &amp; finance committee and pastoral committee</li> <li>b. Administer the church diary, arranging appointments and setting up meetings when requested</li> <li>c. Deal with statutory documents, including statistical returns, registers, certificates and applications; and ensuring that church records are kept up to date (e.g. register of baptisms,)</li> <li>d. Order supplies for church ministry including stationery, office, communion supplies, etc</li> </ul>

- e. Ensure a safe and clean working environment within the office
- f. Review and implement procedures to ensure clear, efficient and effective office operation
- g. Encourage, develop and manage volunteers to assist with administrative and management functions
- h. If there is an incident look through CCTV records to identify any incidents that have occurred
- i. Book regular and one-off hall lettings
- j. Invoice church hirers monthly and chase any outstanding invoices
- k. Keep a record of lettings income and liaise with the Finance Officer and Treasurer about book-keeping queries.
- l. Order goods for the church property and call in contractors to deal with minor issues e.g., plumber, electrician etc
- m. Record monthly meter readings of gas and electricity consumption from all the meters and submit to energy suppliers
- n. Keep list of all product and service guarantees and contracts and ensure that they are carried out
- o. Carry out the day-to-day management of the property, including liaising with the caretaker, cleaners, Finance Officer and Treasurer
- p. Obtain quotes for work to be carried out, pass to relevant group for approval, ensure that the work is carried out adequately and generate payment
- q. Oversee the maintenance and the general upkeep of the church and premises.
- r. Keep adequate records of contacts and work undertaken
- s. Keep church membership lists etc up-to-date
- t. Keep files of church meeting records up-to-date
- u. Support and encourage volunteers working in church premises
- v. Take minutes of church meetings (these are occasional meetings usually in the evening and are usually hybrid meetings (ie in person and on Zoom))
- w. Line manage the two cleaners and caretaker, including keeping holiday records and ensuring cover

## **2. Church communications**

- a. As first point of contact for all enquiries whether in person, or by phone, post, email etc. ensure they are dealt with politely and professionally and followed up by appropriate action
- b. Manage all church correspondence, including post, e-mail, and answerphone.
- c. Ensure internal and external notice boards are kept tidy and up to date
- d. Produce the weekly printed bulletin and e-bulletin
- e. Co-ordinate the distribution of reports in preparation for the Annual General Meeting and Church Council Meetings.
- f. Keep the church website up-to-date
- g. Administer membership of the church's WhatsApp group and post messages on it as appropriate
- h. Provide administrative support to the minister for all matters relating to baptisms, funerals and weddings including dealing with enquiries, communications, bookings, registers, certificates, materials, payments, etc.

### **3. Administrative Support for Worship**

- a. Provide administrative assistance to the minister and worship team
- b. Ensure the accurate production of orders of service and service sheets for services including photocopying, stapling, folding etc.
- c. Maintain and coordinate rotas for worship if needed
- d. Manage copyright license applications and requirements
- e. Coordinate and advise on arrangements for celebration services e.g. weddings, funerals, baptism)

### **4. Additional Duties**

- a. Carry out any other duties and responsibilities identified by the minister as are within your capabilities and level of responsibility, in order to meet the needs of the church

## **Terms and Conditions**

- Terms of appointment: Permanent
- The salary/rate of pay will be: £17,680 (fte for 37.5 hour week = £33,150) ie. £17 per hour
- Normal working pattern: 20 hours per week, Mondays – Fridays, occasional evening work taking minutes of meetings which are usually hybrid (ie.in person and on Zoom). There may be some flexibility in hours/days worked
- All reasonable expenses will be reimbursed and a small allowance given for on-going training.
- You will not be expected to use a car for this job.
- There is a contributory pension scheme to which eligible lay employees will be auto-enrolled. Lay employees who do not meet the auto-enrolment criteria are eligible to join the scheme subject to certain provisions.
- At least two days free of responsibilities each week, usually Saturday and Sunday
- 132 hours annual leave entitlement per year including Bank Holidays.
- Appointment will be subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) disclosure.
- Appointment will be subject to satisfactory references.
- Appointment will be subject to the satisfactory completion of up to six-month probationary period.
- Opportunities for study and for training.
- Some lone working involved.